



**DEPARTMENT OF HUMAN RESOURCES  
SOCIAL SERVICES ADMINISTRATION  
311 West Saratoga Street  
Baltimore, Maryland 21201**

**DATE:** July 15, 2015

**POLICY #:** SSA-CW #16-8

**TO:** Directors, Local Departments of Social Services  
Assistant Directors of Social Services  
Chiefs of Foster Care  
Fiscal Officers

**FROM:**  Deborah Ramelmeier, Executive Director  
Social Services Administration  
 Stafford Chipungu, Chief Financial Officer  
Budget & Finance

**RE:** SFY 2016 Allocations for Time-Limited Reunification Services

**PROGRAMS AFFECTED:** Foster Care

**ORIGINATING OFFICE:** Office of Child Welfare Practice & Policy  
Social Services Administration

**ACTION REQUIRED OF:** Foster Care Programs and Finance Officers

**REQUIRED ACTION:** Utilize, Monitor, and Report quarterly on the Use of Promoting Safe and Stable Families Program Funds for Time-Limited Reunification Services.

**ACTION DUE DATE:** Immediately

**CONTACT PERSON:** Helene Hornum, Program Analyst  
(410) 767- 7247  
[Helene.hornum@maryland.gov](mailto:Helene.hornum@maryland.gov)

## **PURPOSE**

This Policy sets forth usage and reporting requirements for Time-Limited Reunification Services (TLRS) funded through the Promoting Safe and Stable Families Program. DHR's budget office has already provided you with your allocations for State Fiscal Year 2016. **Please monitor your expenditures carefully so that you do not exceed your allocation.**

**The federal money MUST be used for any time-limited reunification services for children in care 15 months or less BEFORE using State General Funded Flex Funds, i.e., Super Flex Funds.**

**If one half (1/2) of the local department's allocation is not spent by January 1, 2016, the remaining amount will be subject to reallocation to other local departments that are spending their Time-Limited Reunification funds. In addition, a local department that fails to submit their quarterly reports will risk reduction and reallocation of their remaining TLRS funds to another local department.**

Time-Limited Reunification Services are **services provided** to a child that is removed from his or her home and placed in an out-of-home placement such as a foster family home or a child care institution. These services may be provided to the parents or primary caregiver of such a child in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but these services may only be provided during the 15-month period that begins on the date that the child is considered to have entered care.

Public Law 112-34 has amended the definition of time-limited reunification services. It now also includes peer-to-peer mentoring, support groups for parents and primary caregivers, and services and activities to facilitate access to and visitation of children with parents and siblings.

## **GOALS**

- Reduce the length of stay in foster care
- Establish permanency for children through reunification with their families
- Improve the permanency plan of children in care

## **SERVICES PROVIDED**

**The funds may be spent on the following services:**

1. Individual, group and family counseling;
2. Inpatient, residential, or outpatient substance abuse treatment services;
3. Mental health services;
4. Assistance to address domestic violence;
5. Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries;
6. Transportation to or from any of the services;
7. Peer-to-peer mentoring;
8. Support groups for parents and primary caregivers; and
9. Services and/or activities to facilitate access to and visitation of children with parents and siblings

## **REQUIREMENTS**

Promoting Safe and Stable Families Program funds cannot be combined with other grants or put into the Super Flex Fund account. A separate accounting must be maintained. The Department is required to report to the U.S. Department of Health and Human Services the amount of funds spent on each service of the Promoting Safe and Stable Families Program.

A plan or proposal is not required if the funds are spent on any of the nine services shown above. The following services can be provided under Time-Limited Reunification Services: aftercare services to reunify families; parenting classes; help in negotiating systems, including the court and legal system; case management; intensive home-based casework; home-based therapy; family mediation; mentoring to parents; enhancing personal skills of family members ( i.e., teaching anger/depression/anxiety management, self-criticism reduction and how to handle frustration); enhancing interpersonal skills of family members (i.e., teaching conversational skills, assertiveness skills, listening skills, problem solving and negotiation skills, giving and accepting feedback, accepting “no” from others, accepting criticism and displaying sensitivity to others). As stated above, Time-Limited Reunification Services also include peer-to-peer mentoring, support groups for parents and primary caregivers, services and activities to facilitate access to and visitation of children with parents and siblings.

The number of families and children served must be submitted quarterly on the attached Promoting Safe and Stable Families Program Time-Limited Reunification Services Quarterly Program Report form (page 5 of 5). The expenditures reported on the quarterly reports must be reconciled to the Monthly 302 Report to ensure that reported data is consistent. **As stated above, a local department that fails to submit their quarterly reports will risk a reduction and reallocation of their TLRs funds to another local department.** The report is to be submitted to Jill Taylor, Permanency Manager, Office of Child Welfare Policy and Practice, Social Services Administration as follows:

**Submission Dates****Periods Covered**

October 16, 2015  
January 15, 2016  
April 15, 2016  
July 15, 2016

July 1, 2015 – September 30, 2015  
October 1, 2015 - December 31, 2015  
January 1, 2016 – March 31, 2016  
April 1, 2016 – June 30, 2016

The allocation for SFY 2016 and all expenditures for services rendered between July 1, 2015 and June 30, 2016 must be liquidated (service provided and paid for) by June 30, 2016. The FMIS reports and quarterly expenditure reporting will be used to monitor expenditures.

SSA will be closely monitoring the expenditures for each local department at the end of each quarter. As previously stated, if one-half (1/2) of the local department's allocation is not spent by January 1, 2016, the remaining allocation of funds will be reallocated to other local departments that are spending their Time-Limited Reunification Services funds.

All contracts and purchase orders must follow COMAR Title 21 procurement regulations.

In order to track and report the use of these funds, please use the following charge codes:

- All child and family-specific expenses should be requested through the MD Chessie Service Log choosing Category Code **4130** for "PSSF Time-Limited Reunification Services".
- Any charges that are not child and family-specific, should use charge code PCA GC950, Project/Subproject number 0302.87, within the Child Welfare Services (N00G0003) program and the appropriate agency object for the purchase being made.

**PROMOTING SAFE AND STABLE FAMILIES PROGRAM  
TIME-LIMITED REUNIFICATION  
QUARTERLY PROGRAM REPORT for SFY 2016**

Local Department: \_\_\_\_\_  
 Person Completing Form: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Report Period: July 1, 2015 – September 30, 2015 \_\_\_\_\_ October 1, 2015 – December 31, 2015 \_\_\_\_\_  
 January 1, 2016 – March 31, 2016 \_\_\_\_\_ April 1, 2016 – June 30, 2016 \_\_\_\_\_

Account Name	Account Number/ Project/Sub project/ Object	Expenditures Current Quarter	Expenditures Y-T-D	Obligated Funds to Date	Families Served Current Quarter	Children Served Current Quarter	Families Served Y-T-D	Children Served Y-T-D
TIME-LIMITED REUNIFICATION	GC950 0302.87 (non child and family- specific)							
	4130 (child and family- specific)							

Allocation	_____	<b>Mail or Fax the Report to:</b> Jill Taylor Social Services Administration 311 W. Saratoga Street, 5 <sup>th</sup> Floor Baltimore, MD 21201 Fax #: 410-333-6556
Year-to-Date Expenditures	_____	
Remaining Balance	_____	